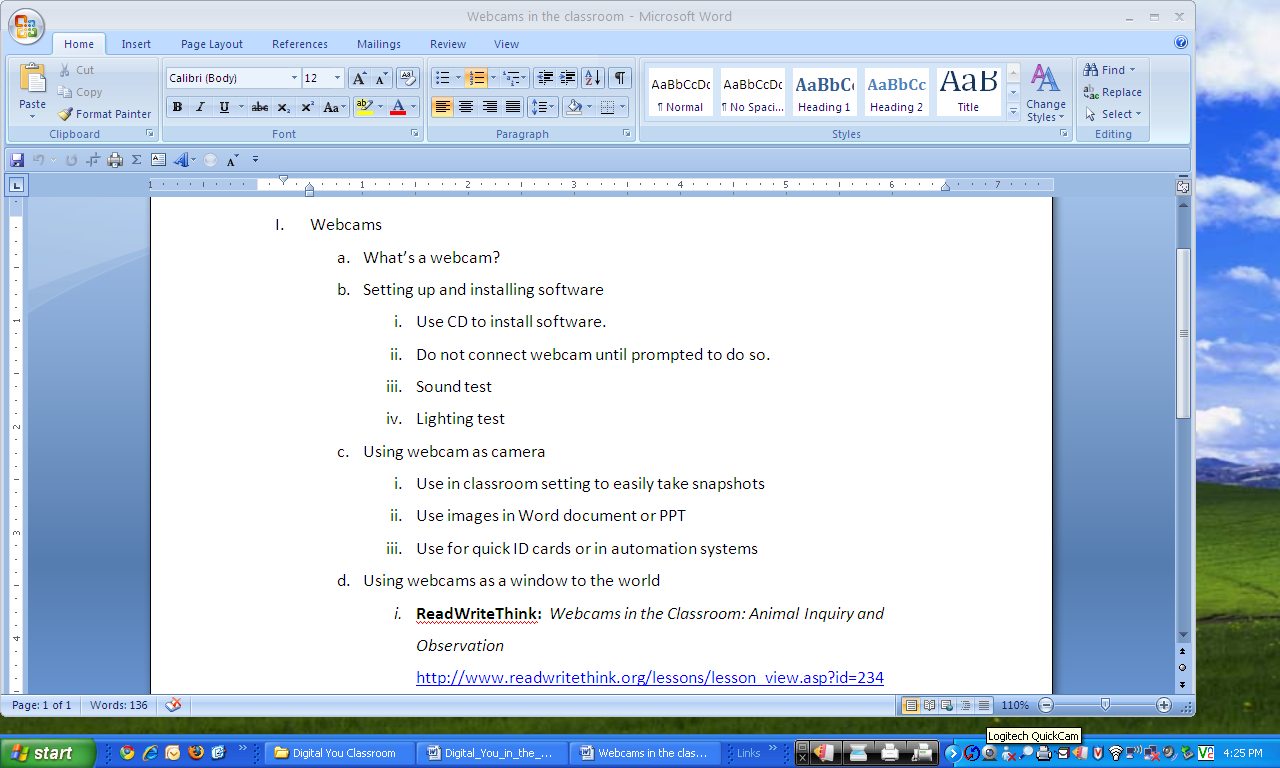
1. **Webcams**
   1. What’s a webcam?
   2. Setting up and installing software
      1. Use CD to install software
      2. Do not connect webcam until prompted to do so
      3. Sound check
      4. Lighting check
      5. Double click the camera icon in the system tray to activate the webcam



* + 1. Logitech QuickCam Toolbar will open on the right.



Click to activate Quickcam Camera

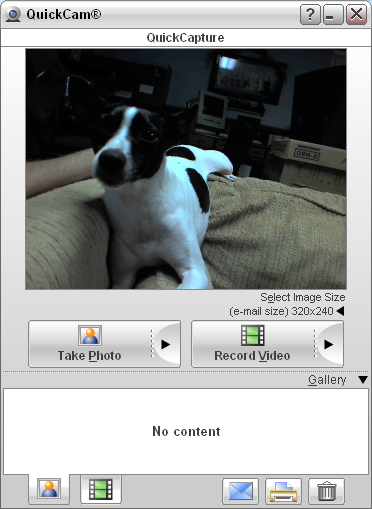
Click to activate Special Effects

Click to activate Window Shade

Webcam Settings

Video Calling Applications

Microphone & Video Mute

**QuickCam Camera Screen**

1. Use **“Take Photo”** to take a snapshot or
2. Click arrow on button to
   1. Take photo after \_\_ seconds
   2. Add a time stamp to image
3. Use **“Record Video”** to begin recording or
4. Click arrow to
   1. Begin recording after \_\_\_ seconds
   2. Set recording duration
   3. Include Audio
   4. Add timestamp
5. Enable motion detection sensitivity

**Bottom of Screen**

1. Click **“Face”** to see image gallery

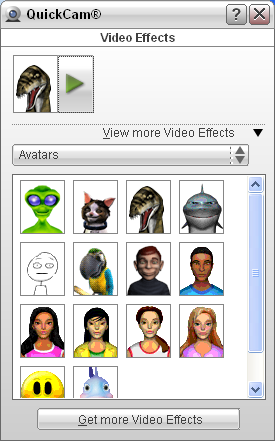
2. Click **“film icon”** to view video gallery

3. Click **“envelope”** ion to send image or video in email

4. Click “**Print”** icon to send image to printer

5. To delete an image or video, select it and click **Trash**

icon

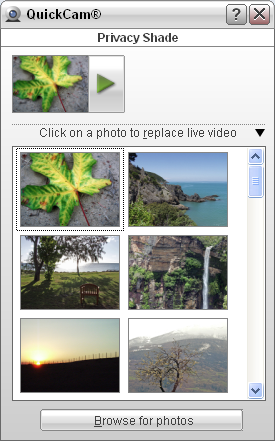
**QuickCam Video Effects Menu**

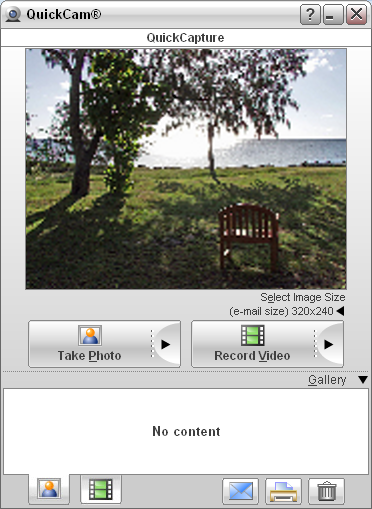
1. Click green button to apply video effects
2. Button will allow you to calibrate your face
3. Press **Control-C** to calibrate
   1. Position your face within the red box
   2. Look straight into the camera. Do not smile
   3. Make sure the red dots line up on your eyes and mouth
4. Press **Calibrate**
5. **Accept** or **Retry**
6. **Select avatar** or choose **Get more Video Effects**
7. **Get More** will take you to the Logitech website for more choices
   1. **Choose avatar**
   2. Select **“open”** to install avatar to your program menu

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**Window Shade Feature**

1. Select **Privacy shade** feature for privacy image. This feature will substitute a photo in place of live video
2. To activate privacy shade, select green arrow at top of box
3. Press **“Control-D**” to show default images
4. Click Image to select **or**
5. Browse for image by using button at bottom of screen

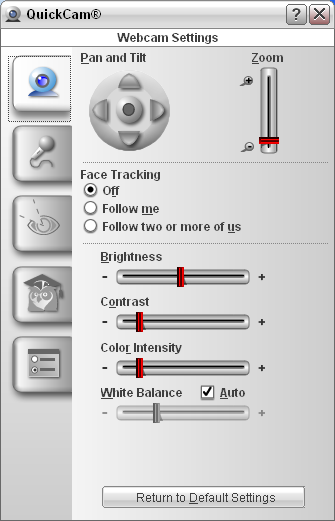




Activate privacy screen

Browse for other photos

Select image

**WebCam Settings**

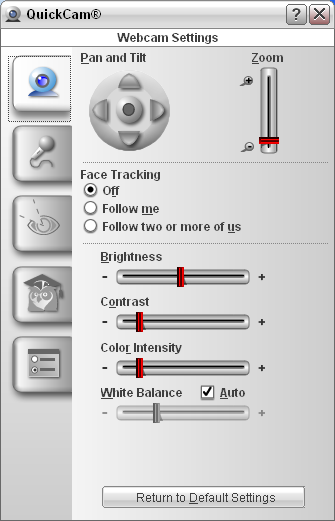
**Manual Adjustment of Face Tracking**

1. **Pan** the controls to adjust the horizontal position of the QuickCam’s focus area to the left or right
2. **Tilt** the controls to raise or lower the vertical of the QuickCam’s focus area
3. Use the **Zoom** feature to zoom in or out on the screen image

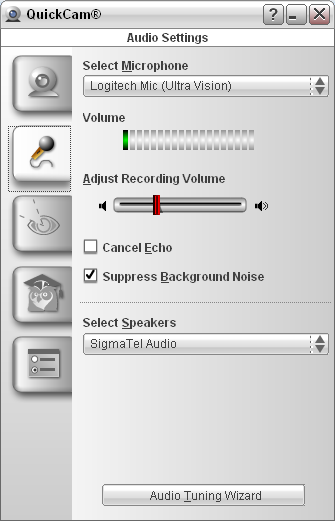
**Automatic Adjustment of Face Tracking**

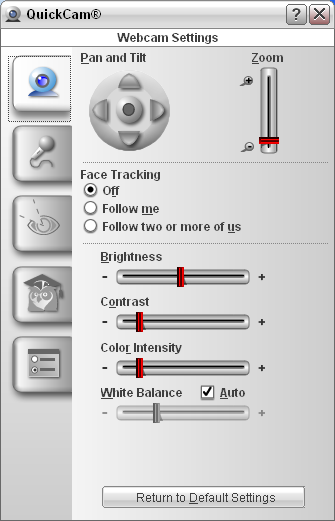
1. For automatic adjustment, set the **Face Tracking** either to **Follow Me** or **Follow two or more of us**.
2. The camera will automatically pan and tilt as the subject moves. This will allow you to move freely without having to manually adjust the camera.
3. Adjust Brightness, Contrast, Color Intensity as needed.
4. Set White Balance to Auto.

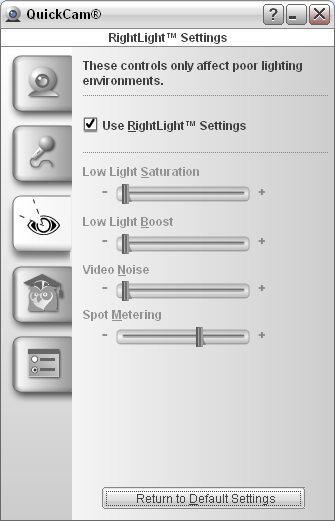
**Audio Settings**

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1. Select **Microphone** from dropdown box (use default) unless using external microphone
2. Speak into the camera/microphone to do a sound check. The microphone input level will show on the screen
3. Move slide lever to adjust the recording volume if the default is not loud enough.
4. Choose **Cancel Echo** or **Suppress Background Noise** by using the check boxes.
5. The **Audio Tuning Wizard** is the best way to tune the audio setting for optimal use

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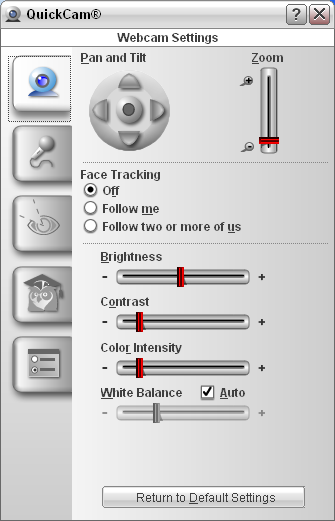
**Light Settings**

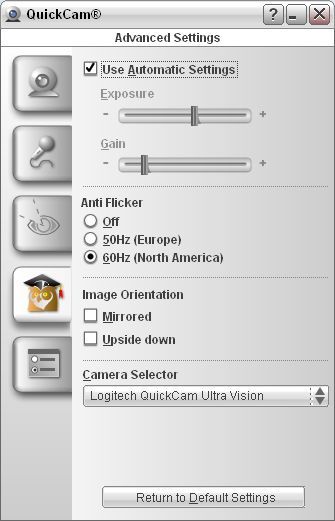
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1. Select the Eye button to adjust the light settings
2. Select the **“Use Right Light Settings”** to automatically adjust light settings

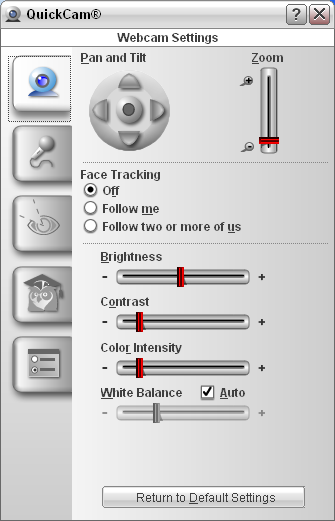
**OR**

1. Manually adjust light saturations, low light, white noise, or spot meter.

**Advanced Settings**

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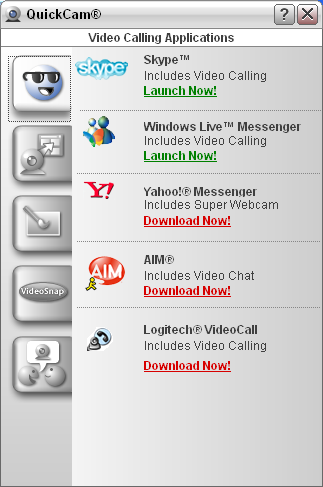
1. Select the **“Owl”** icon to access the advanced settings
2. Select **“Use Automatic Settings”** to set **Exposure** and **Gain** or deselect to adjust manually
3. **Anti Flicker** helps reduce the flicker that can result in rooms lit by fluorescent lights
   1. Choose off if using camera in room without florescent lighting
   2. 60Hz for North America
4. Change the image orientation to flip or mirror the image
5. Use the **Camera Selector** if you have more than one QuickCam attached to your computer

**Application Preferences**

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**Use the Application Preferences to**

1. Select the default video calling application
2. Select the default email client
3. To select or change the photo storage folder for camera images
4. To select the video storage folder for video
5. Use check boxes to choose
   1. To show the webcam icon in Windows toolbar
   2. To keep the QuickCam on top of other applications
   3. To auto preview photo or video after capture

**Video Calling Applications**

1. Choose the **Video Calling** application you wish to use with your webcam.
2. Download the application(s) such as Skype, Yahool Messenger, etc.
3. Launch application from within webcam

**Microphone / Video Mute**



1. Select the microphone icon to mute the webcam
2. Choose the video icon to activate or deactivate the privacy shade
3. Classroom Applications
   1. Using webcams as a window to the world OR *I just like to watch*
      1. **ReadWriteThink:** *Webcams in the Classroom: Animal Inquiry and Observation* <http://www.readwritethink.org/lessons/lesson_view.asp?id=234>
      2. **Shambles:** <http://www.shambles.net/pages/school/WebCam>
      3. **Sites to See: Eyes on the World:** <http://www.education-world.com/a_tech/sites/sites081.shtml>
      4. **Fun and Educational WebCams for Students and Adults:** <http://www.associatedcontent.com/article/260022/5_fun_and_educational_webcams_for_kids.html>
   2. Webcams in the classroom
      1. To take a photograph
         1. Open the webcam software to pull up the menu
         2. Activate the QuickCam to the Quick Capture screen
         3. Center the subject on the screen
         4. Click “Take a photo.” The image will appear in the gallery below the buttons.
      2. Use images in Word document or PPT
         1. Open *Microsoft Word*, *PPT*, or *Publisher*
         2. Select **“Insert”** > **“Picture”**
         3. Navigate to **“My Pictures”** to **“Webcam”** folder
         4. Locate image in **Webcam** folder
         5. Double-click to insert image
         6. Use new picture shapes, borders, and effects to frame and/or edit image



* + 1. Use for quick ID cards or in library automation systems
    2. Use for class projects, crafts, etc. (See flickr toys <http://bighugelabs.com/flickr/>
    3. To use webcams as a video recorder
       1. Open the webcam software to pull up the menu
       2. Activate the QuickCam to the Quick Capture screen
       3. Center the subject on the screen
       4. Click **“Record Video”** to record
       5. Click **“Stop Recording**”
    4. Classroom uses of video
       1. Import into PPT
          1. Open PPT
          2. Click **“Insert”** > **“Video”**
          3. Navigate to **“My Documents”** > **“My Videos”** > **“QuickCam”** folder
          4. Select video and double-click
       2. Send video by email
       3. Upload to wiki, glog, blog, or other as vodcast
       4. Example: <http://jmcgee.glogster.com/LearntoGloginEducation/>
    5. Creating Avatars with webcam
       1. Open the webcam software to pull up the menu
       2. Activate the QuickCam to the Quick Capture screen
       3. Center the subject on the screen
       4. Select Video Effects by clicking the **“Masks”** icon
       5. Choose **“Avatars”** or **“Face Accessories”** from drop down box
       6. Select the avatar you want to use
       7. Click the **Green Arrow** to turn video effects on
       8. Use **“Control-C**” to calibrate camera to your face
       9. Click **“Record Video”** to begin recording
       10. Click **“Stop Recording”** to end the recording
       11. Video will appear in **“Gallery”**
       12. Double-click to view video
    6. Using Video in the classroom
       1. Insert avatar into PPT using same procedure as inserting video into PPT



* + - 1. Embed avatar video into glogs, wikis, or other web applications
      2. Use avatars to record oral reports, editorials, make announcements, give instructions for assignments, create messages, etc.